

ST. JOHN THE BAPTIST CATHOLIC SCHOOL HEALDSBURG, CA
FACILITIES ASSOCIATE
JOB DESCRIPTION

SUMMARY

Under the direct supervision of the Facilities Director, the Facilities Associate is responsible for providing on-site facility services and day-to-day maintenance for St. John the Baptist School in Healdsburg, CA. Besides the Facility Director, the school Principal and Pastor will provide additional direction. Primary job responsibilities include maintaining safe and working facilities for our students, employees, visitors, including custodial duties, repairing and fixing buildings, and furniture-related issues. The Facilities Associate role is a part-time hourly position of 19-24 hours/week. The rate of pay will be dependent on experience.

DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities. The information contained herein is not intended to be an all-inclusive list of the job's duties and responsibilities.

- Provide facility- and maintenance-related services for St. John School as assigned
- Respond to facilities requests promptly using the maintenance work order system; work orders are accurately inputted, scheduled, closed, and tracked with communication to the requestor
- Proactively identify facilities maintenance needs
- Work cooperatively and effectively with faculty and staff, without direct supervision on some assigned projects
- Perform general custodial activities; maintain buildings and adjacent grounds areas in a clean and orderly condition.
- Clean and disinfect drinking fountains and restroom facilities, including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper, and other items; clean mirrors, tile, and windows; unclog drains and toilets; repair and maintain various plumbing fixtures.
- Clean classrooms, cafeterias, lounges, offices, and other facilities; dust and polish furniture and woodwork; empty waste receptacles, spot mop spills; remove gum and debris.
- Pick up the paper and other debris from school grounds, walkways, and areas adjacent to school facilities; sweep concrete surfaces adjacent to the school building; set rodent traps as directed.
- Perform a variety of unskilled and semi-skilled duties to maintain and repair school facilities and equipment involving plumbing, painting, grounds, carpentry, and electrical work; refer major repairs to appropriate personnel.
- Move and arrange furniture and equipment; set up facilities for special events and meetings; assist in installing, maintaining, and repairing cabinets, bookcases, and various classroom equipment; prepare various surfaces for painting and apply paint as directed.
- Lock and unlock doors and gates as directed; maintain the security of assigned areas according to established guidelines.
- Expedite routine maintenance requests from school personnel; work from oral and written instructions and work orders
- Willing and able to assume additional tasks as directed by the Director of Facilities.

QUALIFICATION REQUIREMENTS

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. The information contained herein is not intended to be an all-inclusive list of the skills and abilities required to perform the job.

Knowledge of:

- Basic methods, materials, tools, and equipment used in custodial and maintenance work.
- Operation and maintenance of custodial and maintenance equipment and hand and power tools.
- Proper lifting techniques.

- Safe and effective use of cleaning materials, disinfectant, and equipment used in custodial work.
- Safe work practices, while working near moving mechanical parts, high, precarious places, when exposed to fumes or airborne particles, toxic, or caustic chemicals, and electrical equipment.

Ability to:

- Perform general custodial activities and a variety of unskilled and semi-skilled duties to maintain and repair school facilities and equipment.
- Learn the requirements of maintaining school buildings in a safe, clean, and orderly condition.
- Learn appropriate safety precautions and procedures.
- Learn proper methods of storing equipment, materials, and supplies.
- Operate a variety of custodial and maintenance equipment, including hand and power tools.
- Provide general maintenance support in various areas, including plumbing, painting, grounds work, carpentry, and electrical.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Move and arrange furniture and equipment. Work with a high degree of independence
- Relate positively to students, staff, and the public
- Maintain confidentiality of school-related information

REQUIRED QUALIFICATIONS

- Pass a fingerprint-based background check
- Complete the Diocesan Safe Environment Training

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish
- Previous maintenance and custodial experience

EXPERIENCE AND EDUCATION

Experience

- One to two years of direct or closely related professional experience in maintenance and/or custodial employment

Education

- High school diploma or equivalent

License or Certificate

- Valid California Driver's License

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate assigned equipment.
- Walking or standing for extended periods.
- Seeing to perform custodial and maintenance duties.
- Lifting, carrying, pushing, or pulling heavy objects as assigned by position.
- Bending at the waist, kneeling, or crouching.
- Reaching overhead, above the shoulders, and horizontally.
- Climbing ladders and working from heights.

The employee must frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing this job's essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.